Accelerated SAP *State of Utah*	**Organization/Area:** **Title:**	**BUSINESS PROCESS PROCEDURE** **Payroll Department** **State Paid Benefits With No Pay**		
File Name:	H:\TRAINDOC\FOLIO\Payroll\convert\Reports - State Paid Benefits With No Pay.doc	Release:	R/3 4.6C	
Responsibility:	Dept and/or role of responsible person(s) Agency Payroll Staff	Status:	Issued: 05/16/2003	Revised:

Overview

Trigger:

Agency payroll people need to identify employees who are not getting paid that have state paid health and other insurance coverage.

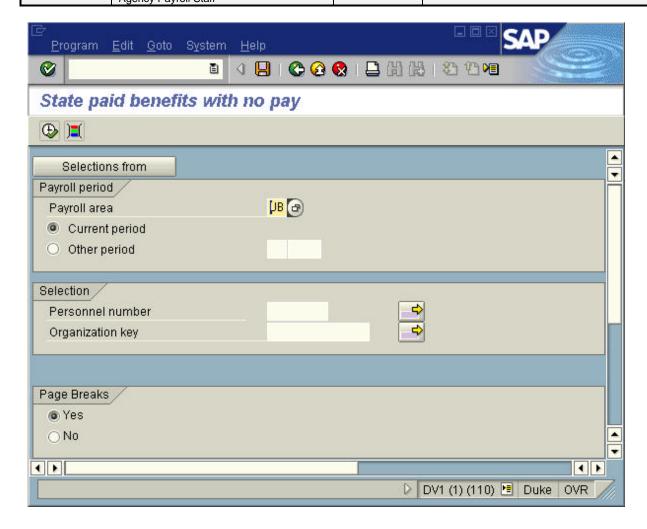| **Business Process Procedure Overview** |
|---|
| If an employee is not active for an entire pay period, a leave without pay action should be entered in the personnel system, HRE, for that pay period. Otherwise, the agency pays for the state paid insurance such as medical, dental, and life even though the employee does not get a paycheck.

When a benefited employee is in an active status in the payroll system the state paid insurances are active as well. Employees need to be put in a leave without pay status in order for these benefits not to be generated. This action has to occur in the personnel system, HRE.

Entering all hours as leave without pay on the time entry screen does not put the employee in a leave without pay status. This allows state paid insurance to be paid.

This report should be viewed after preliminary payroll processing is completed. Any employee on this report should probably be put on leave without pay in HRE.

The leave without pay action should be entered in HRE with an effective date of the begin date for the pay period being paid. It should be entered in HRE the same day preliminary payroll runs in order to update that night. The employee will then be on leave without pay and not have state paid insurance generated when the final payroll is processed the next day. |

Procedural Steps

1.1. Access transaction by:

Via Menus	Time Entry Operator > Reports after Payroll Run > State Paid Benefits With No Pay
Via Favorites Menu	State Paid Benefits With No Pay

Double click on State Paid Benefits With No Pay and the following screen will appear:

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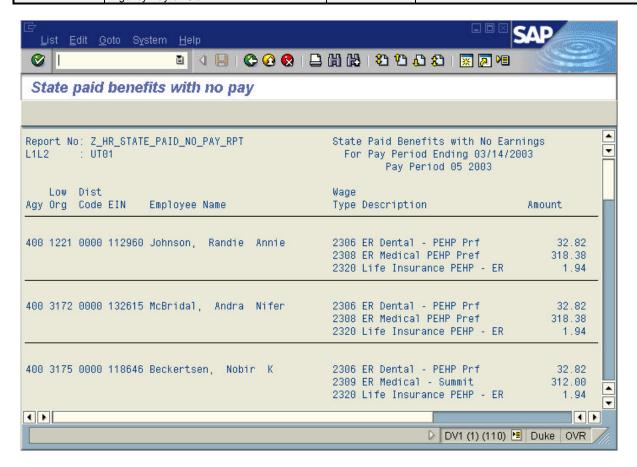| Input – Required Fields	Field Value
Payroll area	UB
Payroll period	Current period or Other period
Personnel number	Employee Identification Number of the employee or employee's
Organization key	Agency, Low Org, and Distribution Code
Page Breaks	Yes or No

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1.2 Specify the pay period for the State Paid Benefits With No Pay Report. The screen has the selection of current period or other period.

- Current period
  - ➢ Use this option during the week of payday.

- Other period
  - ➢ Use this option to get data from a previous period.

1.3 The "Personnel number" field may be left blank if using the agency "Organization key". Specific employees may be selected by entering the employee identification number(s) in the "Personnel number" field. Enter more than one EIN by clicking on the arrow box next to the "Personnel number" field. A box appears that allows entry of multiple EIN's.

1.4 The "Organization key" field allows entry of the Agency code followed by a blank space, the Organization code and the Distribution code to specify a selection of an employee group. Use the wild card symbol, *, in the selection criteria to get all employees within the same org. For example, to print the report for all employees in agency 100 org 0420, enter 100(space)0420*. Enter multiple organization keys by clicking on the arrow box to the right of the "Organization key" field. A box appears that allows entry of multiple individual organization keys or a range of organization keys.

1.5 The "Page Breaks" buttons create a page break after each org change or not create any page breaks. The default is Yes, create page breaks.

1.6 Click on the Execute button in the upper left area that looks like a clock to view the report. An example of the report is below.

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List Edit Goto System Help

State paid benefits with no pay

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Report No: Z_HR_STATE_PAID_NO_PAY_RPT        State Paid Benefits with No Earnings
L1L2      : UT01                               For Pay Period Ending 03/14/2003
                                                     Pay Period 05 2003

      Low  Dist                              Wage
Agy  Org  Code EIN    Employee Name          Type Description              Amount


400  1221 0000 112960 Johnson,  Randie  Annie  2306 ER Dental - PEHP Prf      32.82
                                               2308 ER Medical PEHP Pref     318.38
                                               2320 Life Insurance PEHP - ER    1.94


400  3172 0000 132615 McBridal,  Andra  Nifer  2306 ER Dental - PEHP Prf      32.82
                                               2308 ER Medical PEHP Pref     318.38
                                               2320 Life Insurance PEHP - ER    1.94


400  3175 0000 118646 Beckertsen,  Nobir  K     2306 ER Dental - PEHP Prf      32.82
                                               2309 ER Medical - Summit      312.00
                                               2320 Life Insurance PEHP - ER    1.94
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1.7   **To print the report, click on the print icon, or choose List > Print from the screen heading toolbar.**